

Public Transit Procurement Policies and Procedures	Subject: Records Management for Public Transit Contract	Number: 150 Issue Date: 05/01/02
Approved: Al Villaverde	Initiating Division: Management Services	

I. Purpose

To provide uniformity, accessibility, and storage to records management in Public Transit Department Contracts this procedure will be implemented.

II. Procedure

A. Records Management for Contracts

1. Records for contracts will be stored with Admin Aide (Procurement).
2. Contracts will be kept in alphabetical order by Contractor's name.
3. Within each record folder for the Contractor, records will be sub divided by subject and then by year of contract.
4. Each record set will contain RCA, Contract Document, Contract amendments, Change Orders and other communications.

B. Request for Records:

1. Requestor wanting specific information on a Contract should request documentation via email to Administrative Aide (Procurement).
2. Requestor will provide the name of the Contractor and subject of the contract or a specific documentation needed to Administrative Aide (Procurement)
3. Documentation shall remain with Admin Aide (Procurement) and copies will be made for requestors.

C. Creation of Contract Records

1. Contractor's name will be labeled clearly on the outside of folder
2. Subject of contract and year of procurement will be labeled on a separate folder within record folder
3. Contract record will be place in alphabetical order within the Contract Records file cabinet in the office of Admin Aide (Procurement).